

International Activity Questionnaire

This questionnaire is designed to identify whether foreign registration may be required, as well as the potential legal risks of the planned foreign activity. In addition, providing the information below will help identify University of Pittsburgh or outside resources needed in the preparation and structuring of your international activity.

I. Equipment and Property

Do you expect to do any of the following abroad?

- Execute a lease or acquire ownership in real property abroad for office or lab space?
- Establish an official University of Pittsburgh office?
- Purchase substantial equipment (e.g., vehicles, computers, instruments, etc.)?
- Purchase certain regulated supplies (e.g., chemicals, animals, reagents, toxins, vaccines, etc.)?

II. Staffing

Do you expect to do any of the following abroad?

- Hire local foreign nationals?
- Partner with a local organization?
- Contract with a staffing service provider?
- Engage an independent contractor?
- Assign a US employee to work or live on site?
- Send students to participate on site?

Suggested Reading: [Hiring Staff to Serve in a Foreign Location](#)

III. Finances

Do you expect to do any of the following abroad?

- Open an institutional bank account?
- Generate income?

Suggested Readings: [Currency & Foreign Bank Account Reporting](#); [Cash Management Tips](#)

IV. Activities

Do you expect to do any of the following abroad?

Provide educational or consulting services?

Enroll human research subjects into clinical trials or conduct scientific or medical research programs?

Conduct animal research?

Dispense medications or other controlled substances?

Suggested Readings: [Research Compliance](#); [Research Abroad Checklist](#)

V. Cooperation or Collaboration with Foreign Entity

Do you expect your project to:

To be conducted in collaboration with a foreign or governmental organization, ministry, agency, etc?

To require an agreement of any kind with a foreign-based entity?

Suggested Reading: [Institutional Collaboration](#); [Research Agreements](#)

VI. Other Legal Considerations

In conducting your international activity, please ensure that you are familiar with applicable host country laws which must be complied with. In addition, please ensure that your activity does not take place in or involve any embargoed or sanctioned country (e.g., Iran, North Korea, Syria, etc.) or individual. For more information, see the [Legal Restrictions page](#) on Global Operations Support.

VII. Project Details

Name Start Date

Department End Date

Project Title *(if applicable)*

Sponsor *(if applicable)*

List countries & expected durations:

Description of Program or Activity